



Established: 28 February 2011

## **INVOICES, CREDIT CARDS (P. CARD & TRAVEL CARD) AND STANDING PURCHASE ORDER PROCESSING**

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### **Purpose**

To establish internal procedures to properly review and process all invoices, credit card and standing purchase orders documentation within DCIE.

### **Invoices Policy**

To expedite the payment process, DCIE departments should provide the vendor with a valid PO, account number and sub-object purposely established to pay for services or material rendered to the department. The vendor would then submit the invoice referencing that information directly to the University of Miami Accounts Payable office located at the following address:

Gables One Tower  
1320 South Dixie Highway, Suite 750  
Coral Gables, FL 33146-2977

UM policy D005 – Accounts Payable dated 12/2007 lists the procedure and sets responsibilities for timely and accurate processing of invoices within the Accounts Payable scope and perspective. If an invoice is instead sent to a DCIE department, such in cases regarding consultant agreements, it should first be routed through the Director of Operations at the Finance Office.

### **Invoice Processing Procedure**

When the invoice is sent directly to a DCIE department, the Program Director will ensure that the amount on the invoice matches the PO previously established and the quote agreed upon with the vendor. The PO number, account number and sub-object code, along with the available balance on the PO, should be annotated on the invoice before it is submitted for review to the Finance Office for further processing. Once appropriate signatures are obtained, the invoice will be sent to Accounts Payable and a copy of the memo accompanying the invoice to Accounts Payable will be sent to the Program Directors via e-mail. Copy of the invoices forwarded to AP is maintained in share drive R:\GENERAL\Budget Documents. No invoices should be forwarded directly to Accounts Payable without the approval of the Finance staff.

### **Credit Card Procedure**

To expedite the processing of individual and departmental P. cards, the original receipts and the business purpose worksheet should be submitted with the credit card statement to the Director of Operations within a week from the statement date. The Strategic Account Management (S.A.M) tool should be used to allocate transactions to different accounts or sub-objects. In alternative, a journal entry should be submitted not later than the 15th day of each month along with the Report 90 review. The [UM Cardholder User's Guide](#) revised on October 2010 should be used as a reference. As the University qualifies as a tax-exempted organization, the cardholder should submit the tax exemption form to the vendor at the time of the purchase. Many purchases with few exceptions are in fact tax-exempt.

The UM Cardholder User's Guide is available at:

<https://www6.miami.edu/purchasing-card/pcarduserguide.pdf>

### **Standing Purchase Orders Procedure**

When a standing purchase order is required, a detailed explanation of its purpose, timeframe, and fund allocation should be noted in the request before its submission to the Director of Operations for approval.

### **References**

UM policies referencing accounting and financial matters are listed in the below links:

Financial Accounting and Reporting Policies

Financial Operations Policies

Non-Payroll Expenditures

Purchasing Card Policies

Sponsored Accounts

Treasury Policies